

ROUTING AND TRANSMITTAL SLIP

Date

15 APR 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. ADDA		<i>[Signature]</i>	29 APR 1986
2. DDA			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

2 MEMOS (DO/EPS and DO/PCS)
Reconfiguration of Space

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency)

EXO/DDA

Room No.—Bldg.

Phone No.

5041-102

*U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

TRANSMITTAL SLIP		DATE
TO:		
DDA		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

25X1

~~CONFIDENTIAL~~

7 April 1986

MEMORANDUM FOR: Deputy Director for Administration

VIA: Deputy Director for Operations

FROM:


Chief, Policy and Coordination Staff, DO

SUBJECT: Reconfiguration of PCS Space

REFERENCES: A. DDA Memorandum 0500-86, dated 14 March 1986;
B. EXDIR Memorandum, DATED 6 March 1986,
Subject : Repairs and Renovation

1. Request approval to proceed with Work Order No. 690296, the planned reconfiguration by PCS of approximately 1650 square feet of space in 2E03 Headquarters. This project has been planned for some time and funding has been approved by the DDO (attached). The planned reconfiguration will open up the area and permit the directed addition of 3 (originally 2) new positions assigned to our staff. We anticipate filling these positions in the near future, but currently do not have office space to accommodate them. In addition to the installation of the new positions, approximately ten existing work stations, two Wang terminals and one data terminal must be relocated.

2. Final construction drawings are almost complete and related furnishings, totaling \$5500.00, have already been requisitioned. Estimated cost of the renovation is \$40,000, based on an estimated cost of \$25.00 per square foot. Failure to complete this project would result in an untenable situation for all employees concerned. It is imperative that we obtain OIT and OL support for this project as soon as possible.

3. If you require further information regarding this request, please contact

Attachments:
As Stated

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: Reconfiguration of PCS Space

CONCUR:

25X1

Deputy Director for Operations

11 APR 1986

(Date)

APPROVED:

25X1

Deputy Director for Administration

29 APR 1986

(Date)

CONFIDENTIAL

CONFIDENTIAL

21 January 1986

MEMORANDUM FOR: Associate Deputy Director for Operations

THROUGH: Chief, Evaluation and Plans Staff

FROM: [REDACTED]
Chief, Policy and Coordination Staff

SUBJECT: Space Renovation

1. Approval is requested to proceed with renovation/reconfiguration of approximately 1650 square feet of space in the 2E corridor of the Headquarters building. The purpose is to improve the work space occupied by [REDACTED] the Policy and Coordination Staff. The current layout of the area is totally inadequate and must be redesigned to better utilize the space and make room for two new positions which have been approved for FY 1986. The renovation will open up the area to better accommodate all personnel and permit the addition of two new positions. As indicated, the open space concept will be utilized, thus permitting use by any future occupant.

2. A reconfiguration plan has been drawn up by OL/HOME and the estimated cost of the renovation is \$40,000, based on an estimated cost of \$25.00 per square foot. This requirement has been under consideration for some time and was submitted to Evaluation and Plans Staff on 15 November 1985 as an unfunded requirement. We have reviewed our budget in an unsuccessful attempt to locate funds which could be reallocated to cover these costs. All current budget requirements remain firm at this time and no funds can be reallocated to cover unanticipated requirements.

CONFIDENTIAL

CONFIDENTIAL

CONCUR

25X1

[Redacted Signature]

Chief, Evaluation and Plans Staff

24 Jan 86
Date

APPROVED

25X1

[Redacted Signature]

Deputy Director for Operations

24 JAN 1986

Date

CONFIDENTIAL